## **Example Technology Scope and Sequence**

The following K-12 Technology Scope and Sequence example was developed by the educational technology faculty at Shorecrest Preparatory School (www.shorecrest.org). Shorecrest is a preschool through high school non-sectarian, co-ed, independent school in St. Petersburg, Florida. Schools may use this scope and sequence to identify prerequisite technology skills and recognize students' proficiency and progression across grade levels.

Basic Operations & Concepts	K	1	2	3	4	5	6	7	8	9	10	11	12
Identify the basic components of the computer: monitor, keyboard, mouse, headphones, ports, and printers.	ı	R	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р
Turn on/off a computer, laptop and/or hand-held device and log in.	I	ı	R	R	Р	Р	Р	Р	Р	Р	Р	Р	Р
Use a mouse or trackpad to manipulate shapes, icons; click on URLs, radio buttons, check boxes; use scroll bar.	ı	ı	R	R	R	Р	Р	Р	Р	Р	Р	Р	P
Use desktop icons, windows, and menus to open and close applications and documents; understand the difference between closing and quitting applications.		-	ı	-	ı	R	R	Р	Р	P	Р	Р	Р
Use shortcuts to operate the computer (i.e. Command-P, Command-C, Command-V).	I.	ı	ı	R	R	R	R	P	P	Р	P	P	Р
Use gestures to navigate hand-held devices.	1	_	1	_	R	R	Р	Р	Р	Р	Р	Р	Р
Use the print dialog box to select local printers and change settings (i.e. number of copies, color, paper size, orientation, scale, one-sided vs. two-sided).		ı	ı	ı	ı	ı	R	R	Р	Р	Р	Р	Р
Utilize basic troubleshooting steps to solve technical problems independently.			ı	ı	ı	1	R	Р	Р	Р	Р	Р	Р
Apply prior technical knowledge and experiences to figure out how new technologies or applications work.		ı	ı	ı	ı	R	R	Р	Р	Р	Р	Р	Р
Manage and deploy software updates.						T	R	R	Р	Р	Р	Р	Р

TECHNOLOGY SCOPE AND SEQUENCE	<u>- [110</u>	<u>y                                    </u>	11100	ucc	<u>,,, ,,</u>	CIIIIC	1001	`', '	Olic	Citt	/.		
Logins/File Management	K	1	2	3	4	5	6	7	8	9	10	11	12
Use login credentials for access to network devices, accounts, servers, printers, and cloud services.		-	-	-	R	R	Р	Р	Р	Р	Р	Р	P
Name documents with appropriate file names and understand where files are being saved.		ı	1	1	1	R	R	R	Р	Р	Р	Р	Р
Create, save, edit, copy, and rename files and folders to organize documents and materials.		ı	1	1	-	-	R	R	Р	P	Р	Р	Р
Delete files and folders; recover files, and folders from the trash; empty trash.			1	1	_	_	R	R	Р	Р	Р	Р	Р
Retrieve previous file revisions/access revision history for documents located in cloud services.				1	-	1	R	R	Р	Р	Р	Р	Р
Download, upload, attach and zip files and folders via email or cloud services.				I	I	-	R	R	Р	Р	Р	Р	Р
Use search tools to locate files and applications.		1	I	R	R	Р	Р	Р	Р	Р	Р	Р	Р
Can associate document extensions with appropriate file types.			1	1	ı	R	R	Р	Р	Р	Р	Р	Р
Understand how cloud computing is different from using software applications.			I	I	R	R	R	Р	Р	Р	Р	Р	P
Is able to upload/download/retrieve files to and from the cloud.			I	ı	R	R	R	Р	Р	Р	Р	Р	Р

Personal Data Management	K	1	2	3	4	5	6	7	8	9	10	11	12
Protect accounts by logging out of shared equipment.	-	1	_	R	R	R	R	P	P	P	P	P	Р
Keep passwords confidential and be proactive if they are compromised.	1	ı	1	R	R	R	R	P	P	P	P	P	Р
Use passcodes/passwords to secure individual devices.		ı	-	R	R	Р	P	P	P	P	P	P	P
Create robust passwords and effectively manage password privacy.		ı	R	R	R	R	Р	Р	Р	Р	Р	Р	Р

Find and adjust privacy settings.					1	1	R	R	R	Р	Р	Р	Р
TECHNOLOGY SCOPE AND SEQUENC	E [K	ey =	ntro	duce	(I), F	Reinf	orce	(R), F	Profic	ient	(P)]		
Online Safety	K	1	2	3	4	5	6	7	8	9	10	11	12
Use technology independently and with peers responsibly and make safe choices.		ı	ı	R	R	R	Р	P	Р	Р	Р	Р	Р
Understand how to be safe online and in a digital world.	I	ī	1	ī	ī	R	R	R	R	R	R	Р	Р
Understand the importance of not sharing personal information online.	ı	ı	ı	ı	ı	R	R	R	R	Р	Р	Р	Р
Understand how to practice safe internet searches.			ı	ī	ı	R	R	R	R	R	R	Р	Р
Evaluate whether sources/websites are safe to conduct research.			ı	ı	ı	R	R	R	R	R	R	Р	Р
Understand the positive and negative effects social media sites can have on one's life.				1	ı	I	I	R	R	R	R	Р	Р

TECHNOLOGY SCOPE AND SEQUENCE [Key = Introduce (I), Reinforce(R), Proficient(P)] **Digital Identity** 1 2 3 4 5 7 12 Κ 6 8 9 10 11 Recognize how overuse of technology can impact one's mental, physical, and R R R R R R R R R R R R emotional health. Set appropriate profile pictures, and other profile content across social media, web R R R R R R R R R Р pages, blogs, etc. Understand that digital content is permanent Р R R R R R R R R R Р and cannot be deleted. Build a positive digital footprint/reputation. R R R R R R R R R R R Recognize the difference between active and passive data collection when using the internet R R R R R R R and social media sites. Understand how browser settings such as R R R R R R R cookies track personal information.

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Keyboarding	К	1	2	3	4	5	6	7	8	9	10	11	12
Use keyboarding programs and games to assist in development of skills.	ı	ı	R	R	R	R	R	P	P	P	P	P	P
Use proper posture and ergonomics.	ı	ı	R	R	R	R	Р	Р	Р	Р	Р	Р	Р
Locate and use letter and number keys with correct left- and right-hand placement (home row).	1	-	1	R	R	R	R	Р	Р	Р	Р	Р	Р
Locate and use correct finger/hand for space bar, return/enter and shift key.	I	ı	R	R	R	Р	P	Р	P	Р	P	Р	Р
Gain proficiency and speed in touch-typing.	1	1	1	R	R	R	R	Р	Р	Р	Р	Р	Р
Learn to use special characters as needed (i.e. accents, tilda).			ı	ı	I	ı	R	R	Р	Р	Р	Р	Р

TECHNOLOGY SCOPE AND SEQUENCE [Key = Introduce (I), Reinforce(R), Proficient(P)]

Painting & Drawing Programs	K	1	2	3	4	5	6	7	8	9	10	11	12
Use basic drawing tools including pencil, paint brush, shape, line, undo, redo, and eraser.	1	-	R	Р	Р	Р	P	P	P	P	P	P	P
Use color palette/color wheel to change tool color.	1	R	Р	P	P	P	Р	P	P	P	Р	Р	Р
Use selection tools to copy, paste, move, and modify work.			I	R	R	R	R	P	P	P	Р	ъ	Р
Use text tool to add text features to artwork.	-	R	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р
Use basic design principles (i.e. whitespace, color, balance, texture).						1	R	R	Р	Р	Р	Р	Р

Communication & Collaboration Tools	κ	1	2	3	4	5	6	7	8	9	10	11	12
Is polite and respectful in all communications and collaborations using technological tools, using appropriate language at all times.	1	_	R	R	R	P	P	P	P	P	P	P	P
Use email, messaging, and other tools to			1	R	R	R	Р	P	P	Р	Р	Р	А

share information and communicate ideas with others.													
Compose and send an email.			_	R	R	R	P	P	P	P	P	Ρ	Р
Understand the difference between Reply Send, Reply All, and Forward when responding to an email.			-	-	R	R	R	Ρ	Ρ	Ρ	Ρ	P	P
Understand the difference between CC (carbon copy) and BCC (blind carbon copy) and use them appropriately.						ı	ī	R	R	R	R	Р	Р
Attach a document or file to an email.					1	1	R	Р	Р	Р	Р	Р	Р
Use a course or learning management system to access class pages, class calendars, portfolios, and grades.			-	R	R	R	Р	Р	Р	Р	Р	Р	Р
Use features of a course or learning management system such as discussion forums, polls, wikis, dropbox, etc. to access and complete assignments.			_	R	R	R	P	P	P	P	P	P	P
Access calendar and student pages on school website as needed.			-	-	R	R	R	Ρ	Ρ	Ρ	Ρ	P	P
Use audience response tools and apps to participate in class discussions.	1	_	_	_	1	R	R	R	P	P	P	P	Р
Set up, share and utilize collaborative workspaces, documents or other digital tools for asynchronous and synchronous collaboration.			_	R	R	R	R	P	P	P	P	P	P
Use synchronous collaboration tools such as video conferencing, interactive television, and voice over IP to connect with others.	ı	_	R	R	R	R	P	P	P	P	P	P	P
Use virtual world and gaming tools to work collaboratively toward common goals.		_	_	_	R	R	R	R	R	P	P	P	Р
Use social media tools to connect, collaborate, and share.				I	1	R	R	Р	P	P	P	P	Р
Use digital tools such as blogs, websites and social media to crowdsource, crowdfund and mobilize a community toward a goal.			ı	ı	ī	ı	ı	R	R	R	R	Р	Р
Create and maintain a digital portfolio or collection of works related to one's	]	ı	R	R	R	R	R	R	R	Р	Р	Р	Р

learning.							

Word Processing	K	1	2	3	4	5	6	7	8	9	10	11	12
Use a word processing application to write, edit, print, and save assignments.	I	ı	R	R	P	P	P	P	P	P	P	P	P
Use the menu/toolbar functions to format, edit and print a document.		ı	R	R	R	R	R	Р	P	P	P	P	P
Highlight, copy and paste text within a document or from an outside source.	ı	1	R	R	P	P	P	P	P	P	P	P	P
Insert and resize images within a document.			1	R	R	R	Р	Р	Р	Р	Р	Р	Р
Copy, paste and resize images found from outside sources.			ı	_	R	R	P	P	P	P	P	P	P
Use the menu/toolbar functions to format a paper using MLA, APA, or other appropriate style.					1	1	1	R	Р	Р	Р	Р	Р
Proofread and edit writing using built-in resources (i.e. dictionary, spell checker, thesaurus, grammar check).		ı	ı	R	R	R	R	Р	Р	Р	Р	Р	Р

Problem-Solving & Computational Thinking	K	1	2	3	4	5	6	7	8	9	10	11	12
Use technology tools to represent solutions to problems in a variety of ways including text, sounds, pictures, and numbers.	ı	-	-	R	R	R	R	R	P	P	P	P	Р
Use technology resources and tools to solve age-appropriate computing problems or for independent learning.	ı	ı	ı	R	R	R	R	R	Р	Р	Р	Р	Р
Define an algorithm as a sequence of	I	ı	I	R	R	R	R	R	Р	Р	Р	Р	Р

instructions and use the basic steps of algorithmic thinking to solve problems and design solutions.													
Use a block based visual programming interface to build a game, tell a story or solve a problem.	I	ı	ı	ı	ı	R	R	R	Р	Р	Р	Р	Р
Use 2D design tools to create prototypes, models, and simulations to demonstrate solutions and ideas.	ı	ı	R	R	R	R	R	R	Р	Р	Р	Р	Р
Use 3D design tools to create prototypes, models, and simulations to demonstrate solutions and ideas.	1	ı	ı	ı	ı	ı	R	R	R	R	R	Р	Р

TECHNOLOGY SCOPE AND SEQUENC		-y - 1			<u> </u>						<u> </u>		
Spreadsheets & Databases	K	1	2	3	4	5	6	7	8	9	10	11	12
Understand that spreadsheets, databases, and other specialized data tools are used to collect, manage, analyze, and visualize data.			1	-	-	R	R	R	Ρ	Ρ	Ρ	Ρ	P
Identify and explain terms and concepts related to spreadsheets (i.e. cell, column, row, values, labels, chart, graph).				-	-	-	R	R	Р	Р	Р	Р	Р
Enter/edit data and text into a spreadsheet and format spreadsheet to accommodate data.				-	-	-	R	R	Ρ	Р	Ρ	Р	Р
Calculate numerical equations using spreadsheet formulas and functions.							_	R	R	Р	P	P	P
Designate the format of a cell to accommodate different kinds of text and numerical data.					-	-	R	R	Ρ	Ρ	Ρ	Ρ	P
Utilize spreadsheet data to create tables, charts and graphs.					_	-	R	R	P	P	P	P	P
Identify and explain terms and concepts related to database systems (i.e. field, set, subset, query, ordered, sorted).			1	-	-	R	R	R	Р	Р	Р	Р	Р
Enter/edit data and/or text into a database and use queries to find information.				I	I	ı	R	R	Р	Р	P	Р	P
Use spreadsheets and databases to make predictions, solve problems and draw conclusions.						ı	_	R	R	Р	P	Р	Р

Multimedia & Presentation Tools	K	1	2	3	4	5	6	7	8	9	10	11	12
Use a digital camera, video camera or camera on a hand-held device to take pictures and videos.	I	1	R	R	Р	Р	Р	P	Р	P	Р	Р	Ф
Capture images that incorporate rules of photography.	I	ı	ı	R	R	R	R	P	P	P	P	P	Р
Use photo and video editing tools to adjust images and add effects.	ı	-	-	_	R	R	R	P	Р	Р	Р	Р	Р
Save images in multiple formats.					1	1	R	R	Р	Р	Р	Р	Р
Use recording and editing equipment to record, edit and publish audio.	I	ı	ı	-	R	R	R	P	P	P	P	P	Р
Create, edit, and format text, visuals and audio within a multimedia presentation.	I	_	_	R	R	R	P	P	P	P	P	P	Р
Create a series of slides and organize them to present research or convey an idea.	I	_	R	R	R	R	P	P	P	P	P	P	Р
Copy/paste or import graphics within a multimedia presentation. Be able to change their size and position on a slide.			-	-	R	R	Р	Р	Р	Р	Р	P	P
Insert songs, videos, or other media on slides.		I	ı	ı	R	R	R	P	P	Р	Р	P	Р
Add a working hyperlink to a multimedia presentation.			ı	ı	R	R	R	Р	Р	Р	Р	Р	Р

Internet Searching & Online Databases	K	1	2	3	4	5	6	7	8	9	10	11	12
Use refresh, forward and back buttons to navigate a web browser.	ı	ı	R	R	Р	Р	Р	Р	Р	Р	Р	Р	Р

Use tab browsing to navigate multiple pages.		-	R	R	Р	Р	Р	Р	Р	Р	P	Р	Р
Create bookmarks and add frequently used sites to the bookmark bar.			_	_	R	R	R	P	P	<b>P</b>	P	P	Р
Locate the URL of a website and make a distinction between the suffixes .org, .com, .edu, .net, .gov and international domains.	-	-	-	R	R	R	R	Р	Р	Ρ	Ρ	Р	Р
Use age-appropriate search engines to find information.	ı	_	_	_	R	R	R	Р	P	P	P	P	Р
Use browser search tools and advanced search features to find information.		-	_	_	R	R	R	Р	Р	Р	P	Р	Р
Use a browser's History feature to locate previously visited sites.			1	1	R	R	R	Р	Р	Р	Р	Р	Р
Identify and use hyperlinks within web pages or documents.	1	ı	R	R	Р	P	P	P	P	P	P	P	Р
Use digital tools or platforms to organize, display, annotate, and/or share a curated collection.					ı	-	-	R	R	R	R	Р	Р
Locate and add browser or other web apps or add-ons to customize learning.					ı	1	R	R	Р	P	Р	Р	Р
Access online catalogs and databases for research.			I	1	ı	ı	R	R	R	R	Р	Р	Р

Acceptable Use, Copyright & Plagiarism	K	1	2	3	4	5	6	7	8	9	10	11	12
Locate required citation information on web pages and other digital resources and cite in the appropriate style.		-	-	-	R	R	R	R	R	P	P	P	Р
Use age-appropriate guidelines to evaluate websites and other resources for accuracy, perspective, credibility, and relevance.		ı	ı	ī	R	R	R	R	R	P	P	Р	Р

Transfer the information learned from online sources into your own words.		-	-	-	R	R	R	R	R	R	P	P	Р
Understand all rules and guidelines in the school's Responsible Use Policy.	ı	_	_	R	R	R	R	R	R	R	P	P	Р
Understand Fair Use guidelines and their application to all forms of work.			1	1	_	1	R	R	R	R	Р	Р	Р

Organizational & Project Tools	К	1	2	3	4	5	6	7	8	9	10	11	12
Use a calendar, task manager or other tools to organize one's self as well as manage projects.			-	-	-	R	R	R	R	Р	Р	Р	Р
Use age-appropriate note-taking tools.	ı	_	_	R	R	R	R	Р	Р	Р	Р	Р	Р
Use graphic organizers, brainstorming applications, or other digital tools to gather and organize information.	ı	-	R	R	R	R	Р	Р	Р	Р	Р	Р	Р
Use digital tools to create timelines of people, historical events, etc. to organize information sequentially.			ı	ı	ı	ı	R	R	R	R	R	Р	Р

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Turn on/off a computer, laptop and/or hand-held device and log in.	ı	T	R	R	Р	Р	Р	Р	Р	Р	Р	Р	Р

Use a mouse or trackpad to manipulate shapes, icons; click on URLs, radio buttons, check boxes; use scroll bar.	ı	ı	R	R	R	Р	Р	Р	Р	Р	Р	Р	Р
Use desktop icons, windows, and menus to open and close applications and documents; understand the difference between closing and quitting applications.	1	-	-	-	-	R	R	P	P	P	P	P	P
Use shortcuts to operate the computer (i.e. Command-P, Command-C, Command-V).	ı	_	_	R	R	R	R	P	P	P	P	P	Р
Use gestures to navigate hand-held devices.	1	1	1	1	R	R	Р	Р	Р	Р	Р	Р	Р
Use the print dialog box to select local printers and change settings (i.e. number of copies, color, paper size, orientation, scale, one-sided vs. two-sided).		-	-		-	-	R	R	P	P	P	P	P
Utilize basic troubleshooting steps to solve technical problems independently.			_	_	_	_	R	P	P	Р	Р	P	Р
Apply prior technical knowledge and experiences to figure out how new technologies or applications work.		ı	ı	ı	ı	R	R	Р	Р	Р	Р	Р	Р
Manage and deploy software updates.						ı	R	R	Р	А	Р	Р	Р

Logins/File Management Κ 1 2 3 4 5 6 7 8 9 10 11 12 Use login credentials for access to network Р Р Р Р Р Р Р devices, accounts, servers, printers, and cloud R R services. Name documents with appropriate file names Р Р Ρ P Ρ R R R and understand where files are being saved. Create, save, edit, copy, and rename files Ρ Ρ and folders to organize documents and R Р P R materials. Delete files and folders; recover files, and R R Р Р Ρ Ρ Р folders from the trash; empty trash. Р Р Р Р Retrieve previous file revisions/access R R

revision history for documents located in

cloud services.

Download, upload, attach and zip files and folders via email or cloud services.			-	-	-	R	R	P	P	P	P	P
Use search tools to locate files and applications.	_	_	R	R	P	P	Р	Р	P	P	P	Р
Can associate document extensions with appropriate file types.		-	-	-	R	R	P	Р	P	Р	Р	Р
Understand how cloud computing is different from using software applications.		_	-	R	R	R	P	Р	Р	Р	Р	P
Is able to upload/download/retrieve files to and from the cloud.		_	_	R	R	R	P	P	P	P	P	Р

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Protect accounts by logging out of shared equipment.	_	_	_	R	R	R	R	P	P	P	P	P	P
Keep passwords confidential and be proactive if they are compromised.	_	_	_	R	R	R	R	P	P	Р	P	P	Р
Use passcodes/passwords to secure individual devices.		_	_	R	R	P	P	P	P	P	P	P	P
Create robust passwords and effectively manage password privacy.		ı	R	R	R	R	Р	P	P	Р	P	P	Р
Find and adjust privacy settings.					1	1	R	R	R	Р	Р	Р	Р

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Evaluate whether sources/websites are safe to conduct research.			1	1	ı	R	R	R	R	R	R	Р	Р
Understand the positive and negative effects social media sites can have on one's life.				1	1	1	_	R	R	R	R	Р	Р

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Digital Identity	K	1	2	3	4	5	6	7	8	9	10	11	12
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Set appropriate profile pictures, and other profile content across social media, web pages, blogs, etc.				R	R	R	R	R	R	R	R	R	Р
Understand that digital content is permanent and cannot be deleted.			R	R	R	R	R	R	R	R	R	P	Р
Build a positive digital footprint/reputation.			R	R	R	R	R	R	R	R	R	R	R
Recognize the difference between active and passive data collection when using the internet and social media sites.							R	R	R	R	R	R	R
Understand how browser settings such as cookies track personal information.							R	R	R	R	R	R	R

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Locate and use correct finger/hand for space bar, return/enter and shift key.	1	1	R	R	R	Р	Р	Р	Р	Р	Р	Р	Р
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Use email, messaging, and other tools to share information and communicate ideas with others.			ı	R	R	R	Р	Р	Р	Р	Ρ	Р	P
Compose and send an email.			-	R	R	R	Р	Р	Р	Р	P	Р	Р
Understand the difference between Reply Send, Reply All, and Forward when responding to an email.			I	ı	R	R	R	Р	Р	Р	P	Р	Р
Understand the difference between CC						ı	1	R	R	R	R	Р	Р

(carbon copy) and BCC (blind carbon copy) and use them appropriately.													
Attach a document or file to an email.					1	1	R	Р	Р	Р	Р	Р	Р
Use a course or learning management system to access class pages, class calendars, portfolios, and grades.			-	R	R	R	Р	Р	Р	P	Р	P	P
Use features of a course or learning management system such as discussion forums, polls, wikis, dropbox, etc. to access and complete assignments.			ı	R	R	R	P	P	P	P	P	P	Р
Access calendar and student pages on school website as needed.			1	_	R	R	R	P	Р	P	Р	P	Р
Use audience response tools and apps to participate in class discussions.	I	_	_	_	_	R	R	R	P	Р	P	P	Р
Set up, share and utilize collaborative workspaces, documents or other digital tools for asynchronous and synchronous collaboration.			-	R	R	R	R	P	Р	А	Р	P	Р
Use synchronous collaboration tools such as video conferencing, interactive television, and voice over IP to connect with others.	ı	-	R	R	R	R	Р	P	P	Р	P	P	Р
Use virtual world and gaming tools to work collaboratively toward common goals.		_	_	_	R	R	R	R	R	Р	P	P	Р
Use social media tools to connect, collaborate, and share.				_	_	R	R	P	P	Р	P	P	Р
Use digital tools such as blogs, websites and social media to crowdsource, crowdfund and mobilize a community toward a goal.			ı	1	-	-	ı	R	R	R	R	P	Р
Create and maintain a digital portfolio or collection of works related to one's learning.	ı	ı	R	R	R	R	R	R	R	Р	Р	Р	Р

Word Processing	K	1	2	3	4	5	6	7	8	9	10	11	12
Use a word processing application to write, edit, print, and save assignments.	ı	1	R	R	Р	P	P	Р	Р	P	P	P	Р
Use the menu/toolbar functions to format, edit and print a document.		I	R	R	R	R	R	P	P	P	P	P	P
Highlight, copy and paste text within a document or from an outside source.	ı	1	R	R	Р	P	P	P	P	P	P	P	P
Insert and resize images within a document.			1	R	R	R	P	P	Р	P	P	P	Р
Copy, paste and resize images found from outside sources.			ı	_	R	R	P	P	P	P	P	P	P
Use the menu/toolbar functions to format a paper using MLA, APA, or other appropriate style.					ı	1	1	R	Р	Р	Р	Р	P
Proofread and edit writing using built-in resources (i.e. dictionary, spell checker, thesaurus, grammar check).		ı	1	R	R	R	R	Р	Р	Р	Р	Р	Р

Problem-Solving & Computational Thinking	K	1	2	3	4	5	6	7	8	9	10	11	12
Use technology tools to represent solutions to problems in a variety of ways including text, sounds, pictures, and numbers.	1	-	-	R	R	R	R	R	Р	P	Р	Р	Р
Use technology resources and tools to solve age-appropriate computing problems or for independent learning.	1	_	_	R	R	R	R	R	Р	P	Р	Р	Р
Define an algorithm as a sequence of instructions and use the basic steps of algorithmic thinking to solve problems and design solutions.	ı	ı	ı	R	R	R	R	R	P	Р	P	P	Р
Use a block based visual programming interface to build a game, tell a story or solve a problem.	ı	ı	ı	ı	ı	R	R	R	Р	Р	Р	Р	Р
Use 2D design tools to create prototypes, models, and simulations to demonstrate solutions and ideas.	ı	1	R	R	R	R	R	R	Р	Р	Р	Р	Р

Use 3D design tools to create prototypes, models, and simulations to demonstrate solutions and ideas.	ı	I	ı	ı	ı	ı	R	R	R	R	R	P	Р
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TECHNOLOGY SCOPE AND SEQUENC	<u>E [Ke</u>	y = ≀	ntro	<u>auce</u>	(I), F	<u>keint</u>	<u>orce</u>	(K), F	rotic	cient	P)]		
Spreadsheets & Databases	K	1	2	3	4	5	6	7	8	9	10	11	12
Understand that spreadsheets, databases, and other specialized data tools are used to collect, manage, analyze, and visualize data.			1	-	-	R	R	R	Р	Р	P	P	Р
Identify and explain terms and concepts related to spreadsheets (i.e. cell, column, row, values, labels, chart, graph).				1	_	1	R	R	Р	Р	Р	Р	Р
Enter/edit data and text into a spreadsheet and format spreadsheet to accommodate data.				1	-	-	R	R	Р	Р	Ρ	Ρ	Ρ
Calculate numerical equations using spreadsheet formulas and functions.							ı	R	R	Р	P	P	P
Designate the format of a cell to accommodate different kinds of text and numerical data.					-	_	R	R	Р	P	Ρ	Ρ	P
Utilize spreadsheet data to create tables, charts and graphs.					I	I	R	R	Р	P	P	P	P
Identify and explain terms and concepts related to database systems (i.e. field, set, subset, query, ordered, sorted).			I	ı	ı	R	R	R	Р	Р	P	P	P
Enter/edit data and/or text into a database and use queries to find information.				1	ı	ı	R	R	Р	P	P	P	P
Use spreadsheets and databases to make predictions, solve problems and draw conclusions.						1	1	R	R	Р	Р	Р	Р

Multimedia & Presentation Tools	K	1	2	3	4	5	6	7	8	9	10	11	12
Use a digital camera, video camera or camera on a hand-held device to take pictures and videos.	-	-	R	R	Р	Р	Р	ъ	ъ	ъ	Ъ	Р	Р

Capture images that incorporate rules of photography.	ī	-	-	R	R	R	R	Р	Р	P	P	Р	P
Use photo and video editing tools to adjust images and add effects.	_	_	_	_	R	R	R	P	P	P	P	Р	Р
Save images in multiple formats.					1	-	R	R	Р	Р	P	Р	Р
Use recording and editing equipment to record, edit and publish audio.	-	-	_	_	R	R	R	Р	Р	P	P	Р	Р
Create, edit, and format text, visuals and audio within a multimedia presentation.	1	_	_	R	R	R	P	Р	Р	P	P	Р	Р
Create a series of slides and organize them to present research or convey an idea.	-	-	R	R	R	R	Р	Р	Р	P	P	Р	Р
Copy/paste or import graphics within a multimedia presentation. Be able to change their size and position on a slide.			-	-	R	R	P	P	P	P	P	P	Р
Insert songs, videos, or other media on slides.		_	_	_	R	R	R	Р	Р	P	P	Р	Р
Add a working hyperlink to a multimedia presentation.			-	_	R	R	R	P	P	P	P	P	P

Internet Searching & Online Databases	К	1	2	3	4	5	6	7	8	9	10	11	12
Use refresh, forward and back buttons to navigate a web browser.	I	I	R	R	Р	P	P	P	P	P	P	P	Р
Use tab browsing to navigate multiple pages.	-	1	R	R	Р	Р	Р	Р	Р	Р	Р	Р	Р
Create bookmarks and add frequently used sites to the bookmark bar.			I	ı	R	R	R	P	P	P	Р	P	Р
Locate the URL of a website and make a distinction between the suffixes .org, .com, .edu, .net, .gov and international domains.	I	ı	ı	R	R	R	R	Р	Р	P	P	Р	P
Use age-appropriate search engines to find	I	I	I	I	R	R	R	Р	Р	Р	Р	Р	Р

information.													
Use browser search tools and advanced search features to find information.		ı	1	1	R	R	R	Р	Р	Р	Р	Р	Р
Use a browser's History feature to locate previously visited sites.			1	1	R	R	R	Р	Р	Р	Р	Р	Р
Identify and use hyperlinks within web pages or documents.	ı	ı	R	R	Р	Р	Р	Р	Р	Р	Р	Р	Р
Use digital tools or platforms to organize, display, annotate, and/or share a curated collection.					-	-	-	R	R	R	R	Р	Р
Locate and add browser or other web apps or add-ons to customize learning.					-	-	R	R	Р	Р	Р	Р	Р
Access online catalogs and databases for research.			-	-	_	1	R	R	R	R	Р	Р	Р

Acceptable Use, Copyright & Plagiarism	K	1	2	3	4	5	6	7	8	9	10	11	12
Locate required citation information on web pages and other digital resources and cite in the appropriate style.		ı	-	_	R	R	R	R	R	Ρ	Р	Ρ	Р
Use age-appropriate guidelines to evaluate websites and other resources for accuracy, perspective, credibility, and relevance.		-	-	-	R	R	R	R	R	P	P	P	Р
Transfer the information learned from online sources into your own words.		_	_	_	R	R	R	R	R	R	Р	P	Р
Understand all rules and guidelines in the school's Responsible Use Policy.	ı	_	_	R	R	R	R	R	R	R	Р	P	Р
Understand Fair Use guidelines and their application to all forms of work.			ı	_	_	_	R	R	R	R	Р	Р	Р

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Organizational & Project Tools	К	1	2	3	4	5	6	7	8	9	10	11	12
Use a calendar, task manager or other tools to organize one's self as well as manage projects.			I	-	ı	R	R	R	R	P	P	P	Р
Use age-appropriate note-taking tools.	1	1	1	R	R	R	R	Р	Р	Р	Р	Р	Р
Use graphic organizers, brainstorming applications, or other digital tools to gather and organize information.	ı	1	R	R	R	R	Р	Р	P	Р	P	Р	P
Use digital tools to create timelines of people, historical events, etc. to organize information sequentially.			ı	ı	ı	ı	R	R	R	R	R	Р	Р